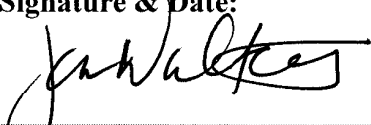


Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. Public Body Name & Numeric Code: Virginia Department of Agriculture and Consumer Services (301)	4. Point of Contact: Jan Walters
2. Database Title: Marketing Client Database	5. Phone Number: 371-8455
3. Database Acronym: MC	6. Signature & Date:  06/11/2001

7. Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i> The Marketing Client Database maintains name and address, marketer type and product information about Marketing Clients. It also maintains Virginia's Finest Memorandum of Understanding (MOU) and Policy Memorandum (PM) information about these clients. It is used for mailings for shows and show registration, as well as for providing online information about Virginia Marketers and their products on the VDACS website. <i>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i>	
8. Date of Last Update:	9. Frequency of Update: ___ Daily, <u>X</u> Weekly, ___ Monthly, Other:
10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>	
a. Format Listings, data files - ASCII	b. Cost Time & Materials Required.

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000 (Attn: Mary Clark). (January 2000).